HOUSE PORTER

Full-time I Permanent
40 hours per week (Tuesday to Saturday, 7am to 4pm)
Salary £23,144pa plus pension and benefits

Join our dynamic and friendly operational team at Trinity Hall on Central Site, Trinity Lane. If you are reliable, efficient, and well-organised, we want to hear from you.

You will be passionate and committed to delivering a high level of service to our College Members as well as external clients. You will be required to offer a degree of flexibility, as you may occasionally be required to work on one of our other city centre sites. Some additional hours, including weekend working will be required, particularly in the busy summer conference season.

Duties
- Responsible for preparing conference rooms
- Setting up and checking of AV equipment
- Cleaning public areas (including floor maintenance)
- Checking deliveries
- Moving furniture

You should relate well to young people and previous experience of working in a college environment would be an advantage. Good previous work references are essential. Further details about this position can be found here.

How to apply
Applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to the HR Office, Trinity Hall, Trinity Lane, Cambridge CB2 1TJ, including the following:
- Please submit your Curriculum Vitae with your reasons for applying
- Closing date for applications is 12noon on Friday 11th November 2022
- Interviews week c/o 14th November 2022

Please note the College has a responsibility to ensure that all employees are eligible to live and work in the UK.

Employees’ benefits
- 25 days plus bank holidays annual entitlement
- Extra day's holiday every two years, up to a maximum of 30 days holiday in total
- Defined contribution pension scheme (up to 8% employer's contribution)
- Meal on duty if available (daily allowance)
- Uniform
- Training and development opportunities

Trinity Hall actively supports equality, diversity and inclusion and encourages applications from all sections of society

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- Medicash health plan (after 3 months of employment)
- Annual bonus scheme (varies and subject to end of year financial results)
- Recruitment incentive (1.5% of the starting salary of your referral)
- Social activities (e.g., end of year celebrations, garden parties, away days, etc.)
- Long Service Awards (gifts from 10 to 40 years of service)

**Equal opportunities**
Trinity Hall actively supports **Equality, Diversity and Inclusion in the workplace** and encourages applications from all sections of society. Please help us with this by completing this voluntary monitoring form. You can return it with your application, or we can post you a form on request. Please return it to HR.

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